

**Submitted:** 6/5/2012  
**Jurisdiction:** Baltimore City  
**Agency:** Archives  
**Division:**

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 348  
**MSA ID:** SE55-2468  
**Page:** 1 of 1

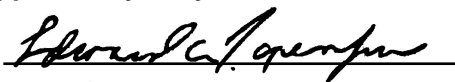
## Proposal and Certificate of Records Disposition

| Item No. | Description of Records<br>(Same Title as listed on Schedule) | Authorization             |                            | Inclusive Dates of<br>Records Destroyed | Volume    | Date of<br>Disposal | Method Of<br>Disposal |
|----------|--|---------------------------|----------------------------|---|-----------|---------------------|-----------------------|
|          |  | Retention<br>Schedule No. | Section and/or<br>Item No. |   |           |                     |                       |
| 1        | Health: Prenatal Files                                       | 1480                      | 18                         | 2005                                    | 5 cu ft.  | 06/04/2012          | shred                 |
| 2        | Wage Commission: Certified Payroll Reports                   | 319                       | 14                         | 2006                                    | 25 cu ft. | 06/04/2012          | shred                 |
| 3        | Finance: Cashier Stubs                                       | 57                        | 5                          | 1998                                    | 14 cu ft. | 06/04/2012          | shred                 |
| 4        | Audits: Workpapers   | 116                       | 24                         | 2003                                    | 3 cu ft.  | 06/04/2012          | shred                 |
| 5        | Finance: Payroll Distribution Ledgers                        | 502                       | 5                          | 2002                                    | 9 cu ft.  | 06/04/2012          | shred                 |
| 6        | Health: Substate Abuse Program                               | 1896                      | 18                         | 1994                                    | 5 cu ft.  | 06/04/2012          | shred                 |
| 7        | Health: Family Planning                                      | 1773                      | 18                         | 1988                                    | 2 cu ft.  | 06/04/2012          | shred                 |
| 8        | Housing: Rehabilitated Housing                               | 861                       | 7                          | 1980                                    | 2 cu ft.  | 06/04/2012          | shred                 |
| 9        | Fire:  | 324                       | 8                          | 2003                                    | 1 cu ft.  | 06/04/2012          | shred                 |
| 10       | Law: Liability   | 1866                      | 29                         | 1995                                    | 2 cu ft.  | 06/04/2012          | shred                 |
| 11       | Jail   | 1874                      | 25                         | 1995                                    | 1 cu ft.  | 06/04/2012          | shred                 |
| 12       | Finance: Vouchers  | 1366                      | 5                          | 1999                                    | 2 cu ft.  | 06/04/2012          | shred                 |

**Destruction Approved by Maryland State Archives**

5/29/2012

**Date**



**State Archivist**

**Destruction Certification**

Gerald Roberts

**Signature**

Records Administrator

**Title**

6/5/2012

**Date**